

**GOOD IDEAS ARE REWARDING**



**SUGGEST!!!!**

**AIR NATIONAL GUARD  
SUGGESTOR'S  
GUIDE**

## INSTRUCTIONS FOR SUGGESTORS

A person or group may submit ideas on how to do a government job better, faster, or cheaper. The best suggestions are usually associated with the suggesters' own work because they know it best.

To be eligible, the suggestion must give an outline of a specific area for improvement, state the potential workable solution, and give the benefits that can be expected. (It must identify a problem or change and offer a well-defined solution.) The suggestion should cite enough potential benefits to warrant a change. In addition, a suggestion must state exactly:

- a. The current practice, method, procedure, task, directive, or policies.
- b. The proposed method, change, or idea. The suggestion must include specific references, not opinions.
- c. Reasons for the change. Explain the problem or why the current practice is not effective.
- d. How the suggested change can prove to be a better method, tool, or procedure.
- e. A detailed description or solution on how to change the current practice or implement the idea.
- f. Where the suggestion can be used and the probable benefits to the government, if it is adopted.

The suggestion must be the suggester's own thoughts. The idea can be a new application of an old principle. That is, the concept does not have to be new; but it must be the suggester's own adaptation. It must do one or more of the following:

- a. Simplify or improve operations.
- b. Save time.
- c. Speed up production.
- d. Increase output and enhances productivity.
- e. Improve working conditions; procedures; operating methods; or equipment, plant layouts, and organizations.
- f. Save material or property.

- g. Save manpower or money.
- h. Promote health.
- i. Increase safety.
- j. Improve morale through desirable and feasible personnel services that increase productivity.
- k. Save energy.
- l. Hold down procurement costs.
- m. Improve reliability and maintainability.

**Suggesters will not evaluate their own proposals.** They will provide additional information to the suggestion program manager and/or evaluators if the suggestion is incomplete. Suggesters may be asked to help prepare the draft documentation needed to secure approval of the suggestion.

Once a suggestion is in the evaluation process, it cannot be withdrawn unless the suggester finds that erroneous data or perception was used to develop the idea. The withdrawal request must be in writing and identify the erroneous data. If the suggestion is withdrawn, the suggester does not retain the 1-year ownership.

**IDEA APPLICATION***(See instruction for completing AF Form 1000 and IDEA ineligibility criteria on AF Form 1000A)***PRIVACY ACT STATEMENT**

AUTHORITY: 5 U.S.C. 501 and 10 U.S.C. 1124; E. O. 9397.

PURPOSE: To document ideas that may contribute improvements to Government operations.

ROUTINE USES: In the event the idea is adopted, the personal information provided by the submitter is used to process recognition (cash or honorary). SSN is used for positive identification.

DISCLOSURE IS VOLUNTARY: Failure of the individual to provide a SSN and address may result in lack of appropriate recognition for an adopted idea since the SSN is used to positively identify the submitter, and the mailing address may be used to forward awards.

IDEA	SCIENTIFIC ACHIEVEMENT	INVENTIONS	PATENT IDEAS
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NOTE: Update or Notify IDEA Analyst of Address Changes.

SUBJECT OF IDEA:	DATE RECEIVED (DD MMM YYYY)	IDEA NO (To be filled in by IDEA Analyst)
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WING MANPOWER/QUALITY (Include office symbol, location, DSN, FAXZ number and E-Mail address. To be filled in by IDEA analyst.)	SEPARATE DOCUMENT CONTROL NO. (If any)
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**1A. SUBMITTER PERSONAL INFORMATION (Primary Contact)**

NAME OF SUBMITTER (Enter Last, First, MI, Grade/Rank)	MIL	CIV	STATUS (Active or Retired)
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SSN	LOCAL NATIONAL'S IDENTIFICATION	E-MAIL/INTERNET ADDRESS
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ORGANIZATIONAL ADDRESS (Including functional symbol)	OFFICE PHONE
	HOME OR MAILING ADDRESS (Include ZIP code)

**1B. CO-SUBMITTERS PERSONAL INFORMATION**

NAME OF SUBMITTER (Enter Last, First, MI, Grade/Rank)	MIL	CIV	STATUS (Active or Retired)
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SSN	LOCAL NATIONAL'S IDENTIFICATION	E-MAIL/INTERNET ADDRESS
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ORGANIZATIONAL ADDRESS (Including functional symbol)	OFFICE PHONE
	HOME OR MAILING ADDRESS (Include ZIP code)

NAME OF SUBMITTER (Enter Last, First, MI, Grade/Rank)	MIL	CIV	STATUS (Active or Retired)
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SSN	LOCAL NATIONAL'S IDENTIFICATION	E-MAIL/INTERNET ADDRESS
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ORGANIZATIONAL ADDRESS (Including functional symbol)	OFFICE PHONE
	HOME OR MAILING ADDRESS (Include ZIP code)

I HEREBY AGREE THAT UPON ACCEPTANCE OF CASH OR HONORARY AWARD, THE USE OF THIS IDEA BY THE UNITED STATES SHALL NOT FORM A BASIS OF A FURTHER CLAIM OF ANY NATURE UPON THE UNITED STATES BY ME, MY HEIRS, OR ASSIGNS. I UNDERSTAND THAT THIS IDEA MAY BE GRANTED AN AWARD ONLY IF APPROVED BY THE GOVERNMENT.

I DECLINE CASH AWARD.				DATE (DD MMM YYYY)	SIGNATURE OF SUBMITTERS
YES		NO			
YES		NO			
YES		NO			

<b>2. IDEA</b>			
A. SUBJECT OF IDEA:		IDEA NO (To be filled in by IDEA Analyst)	
C. PRIMARY SUBMITTER (Name and DSN)		D. ARE THERE CO-SUBMITTERS?	
		YES NO	
E. AFTER-THE-FACT IDEA:	NO	YES. (If YES, explain in text of idea, para. 26. Provide such as person contacted, date contacted, results of contact, etc.)	
F. PRESENT METHOD (Describe completely. Use continuation sheet, if needed. Identify block(s) being continued.)			
G. PROPOSED METHOD (Describe completely. Use continuation sheet, if needed. Identify block(s) being continued.)			
H. DESCRIBE EXPECTED BENEFITS (Describe completely. Use continuation sheet, if needed. Identify block(s) being continued.)			

AF FORM 1000, APR 98 (EF-VI)



## AF FORM 1000 INSTRUCTIONS

Air National Guard (ANG) Title 32 technicians, Active Guard Reservists (AGRs), and Traditional Guardsmen at the ANG bases must use the Air Force Form 1000, dated April 1998, Idea Application, for their suggestions. The Air Force has changed the name of their program to IDEA. The Air National Guard will not change their name from Air National Guard Suggestion Program. Complete all blank spaces except "Idea No." on pages 1 and 2 and "Date Received" on page 1. If at all possible, please type your suggestion or use FormFlow. Handwritten (ink) suggestion forms are accepted, but sometimes they are very hard to read (especially after they have been xeroxed a few times). If you need help, please call your Human Resources Office (HRO) Suggestion Program Manager, Marion Thompson at (405) 228-5297 DSN 940-3297.

**SUBJECT OF IDEA (SUGGESTION):** Try to be as brief as possible. Identify the aircraft where appropriate.

**DATE RECEIVED:** Leave blank. Your HRO Suggestion Program Manager fills this in when he receives the suggestion.

**IDEA NO.:** Leave blank. Your HRO Suggestion Program Manager will assign a number and complete this block.

**WING MANPOWER/QUALITY:** Leave blank.

**SEPARATE DOCUMENT CONTROL NO.:** On AFTO Form 22 suggestions, this is the Improvement Report Number. On AFTO Form 135 suggestions, this is the Control Number (Block 4): e.g., 138FW98001. On AF Form 1067 suggestions, this is the Unit Control No. (Block 4) (same as Control Number for AFTO Forms 135).

**1A. SUBMITTER (SUGGESTER) PERSONAL INFORMATION (Primary Contact):** Suggester must complete **NAME OF SUBMITTER** (Last, First, MI). If this is a group suggestion (has more than one suggester), the most knowledgeable suggester is the Primary Contact (only this person's name will appear on page 2 – top). Each co-suggester must complete a section under Block 1B, CO-SUBMITTER PERSONAL INFORMATION, and sign at the bottom of page 1. If this is a group suggestion, please not in the body of the suggestion the contribution percentage (the percent this suggester worked on the suggestion). Otherwise, the award will be divided equally among all suggesters of this suggestion. If there are more than four co-suggesters, then use another page 1 for the remaining suggesters. After the suggestion is accepted by the HRO Suggestion Program Manager, no new co-suggesters may be added or removed without written consent of all of the original co-suggesters.

**MIL/CIV BLOCKS:** Even though most of our guardsmen/women wear a uniform, they are paid as civilians and receive no military benefits. Therefore, mark the CIV block. Only if you are regular Air Force, do you mark MIL.

**STATUS (Active or Retired):** Leave blank. Any retired guardsmen/women, who put in a suggestion, cannot be paid an award. If you retire while your suggestion is working, then you will still receive an award if it is adopted. You must keep your State HRO Suggestion Program Manager apprised of any address change during this period. If they cannot find you, then you will not receive the award due you (this has happened!).

**SOCIAL SECURITY NO. (SSN):** Must be completed – this is how you are identified. The front page of the Suggestion Form will be kept in the suggestion file at the HRO Office and ANG/XPME. This information will not be passed on to the evaluator. If you use the two-sided form, the backside of the form will be Xeroxed and sent to the evaluator.

**LOCAL NATIONAL'S IDENTIFICATION:** Leave blank.

**E-MAIL/INTERNET ADDRESS:** Please complete. In the future, our suggestions will be automated and this address will be necessary for transmittal of your suggestion. Air Force is starting to automate their entire program. We will be sure to follow as soon as the Guard has the necessary computers in place.

**ORGANIZATIONAL ADDRESS:** Example, 137 MSF, 5624 Air Guard Drive, Oklahoma City, Oklahoma 73179-1009.

**OFFICE PHONE:** Please include your local and DSN numbers, so the evaluators can call you if they have any questions. Do not forget your area code.

**HOME OR MAILING ADDRESS (Include ZIP Code):** This should be your home address; e.g., 1111 West Main Street, Oklahoma City, OK 12345-1234. If you are likely to separate, transfer, or retire before final action on the suggestion, give your new address to the HRO Suggestion Program Manager. Failure to do so may result in you not receiving credit if the suggestion is adopted. Keep your HRO Suggestion Program Manager informed of any address change.

Always sign and date your suggestion. The date can be very important in some cases.

**SIDE TWO OR PAGE 2:**

- 2.A. SUBJECT OF IDEA (SUGGESTION):** Same as on page 2.
- B. IDEA NO. (TO BE FILLED IN BY THE HRO SPM):** Leave blank.
- C. PRIMARY SUBMITTER (SUGGESTER) (Name and DSN):** To be completed by the primary contact.
- D. ARE THERE CO-SUBMITTER:** Mark Yes or No.
- E. AFTER-THE-FACT SUGGESTION:** Mark Yes or No.
- F. PRESENT METHOD:** Describe completely what the problem is or what is presently being done. If there is not enough room, please use the continuation sheet and state 3a. PRESENT METHOD (continued).
- G. PROPOSED METHOD:** Describe completely what you are proposing. Must give all details, drawings, sketches, examples, and other supportive information. Need 4 copies of drawings if you use paper larger than 8 ½ by 11. Need 2 copies of photographs! Again, if there is not enough room, please continue on the continuation sheet and label which paragraph it is.
- H. DESCRIBE EXPECTED BENEFITS:** Need suggester to state the first year dollar savings for their unit only. Also need to know what it is going to cost (man-hours and materials) to convert over to the new method. If benefits are only intangible, please state.

**NOTE: AFTO Forms 22 and 135, AF Forms 1067, and Zero Overpricing:** Submit your suggestion form as a confirmatory suggestion attaching the approved documents (AFTO Forms 22 and 135, AF Form 1067, or Zero Overpricing) **within 30 days after receipt of notification of approval.** Remember AFTO Forms 135 and AF Forms 1067 suggestions have to go through ANG/LGM for approval before they go to the ALC/depot. AFTO Forms 22 are sent directly to the Air Force (see T.O. 00-5-1 for exceptions). The unit LGQ will approve and sign as the MAJCOM coordinator instead of sending the form to ANG/LGM to process.

## **HINTS FOR SUBMITTING SUCCESSFUL SUGGESTIONS**

Concentrate on what you know best.

Respond to a situation, which needs improvement.

Get all the facts. Who, what, where, when, how, and why.

Analyze the facts.

Highlight the best solution.

Where possible figure the tangible savings for your unit. Compare former method costs (man-hours involved and material costs per item) with the costs of the new method, plus any costs involved in converting to the new method. This will greatly help the evaluators and may help to increase your award.

**OWNERSHIP RIGHTS OF THE SUGGESTER:** Ownership rights ensure that when there are duplicate suggestions, credit is given to the first suggestion received by the approval/disapproval Office of Primary Responsibility (OPR). The OPR will give credit if a disapproved suggestion generates action within a one-year “ownership” period. Credit cannot be given if an independent action takes place concerning the subject of a suggestion. For example, there may be an action required over which the OPR has not control, such as changing conditions of a separate recommendation from other sources that predate the suggestion. When this happens, the suggester will receive a complete explanation from the OPR about the origin of the action, with supporting documentation.

**REQUESTING RECONSIDERATIONS OR REEVALUATIONS:** The suggester must submit a written request for reconsideration or reevaluation to the unit suggestion program monitor or the HRO Suggestion Program Manager before ownership rights have expired. This request must include additional evidence; new material, information, or rationale; a new approach; or clarification of significant issues or questions (disagreement with the evaluation is not justification). A new “ownership” period begins when a suggestion is reopened. **NOTE:** After the one-year “ownership” period, a suggester may submit the same idea as a new suggestion.

## **WHAT KIND OF SUGGESTIONS ARE INELIGIBLE**

A suggestion (or reconsideration request) will not be processed for evaluation when it:

- a. Is a complaint.
- b. Is vague, incomplete, deals with generalities or opinions, or is nonfactual (is not based on scientific achievement or universally acknowledged fact; has no firm basis in actuality; and represents only conjecture, speculation, supposition, or theory).
- c. Proposes a study or review be made without offering the necessary, personally researched guideline data.
- d. Merely calls attention to a work omission or typographical or printing error that does not cause misinterpretation or error and is normally corrected during scheduled review. Suggestions against preliminary technical orders are eligible only if they provide an improved work procedure or method, such as welding in lieu of using fasteners or providing repair procedures for an item, which the technical order proposes to discard.
- e. Proposes realignment of text or an addition of a work when there has been no serious misunderstanding or error reported by anyone other than the suggester.
- f. Suggests a form be developed, reviewed, or changed in construction without specific proposals for improvement. For example, recommends changing cut-sheet forms to continuous-feed forms and preprinted forms to computer-generated forms. These are normal management changes resulting from new technology. The suggestion is also ineligible if it relates to a cosmetic treatment or color or suggests a form be padded, carbon-interleaved, constructed in snap out sets, or printed on both sides of a page to save paper. However, if the suggestion changes the format because of a problem and includes one of these recommendations, it is eligible. In such a case, the suggestion will be sent to the user or OPR for evaluation.
- g. Proposes a change in housekeeping practices or routine work orders for the maintenance of buildings (including, but not limited to such ideas as replacing burned-out light bulbs, washing windows, or painting), grounds (including, but not limited to rimming hedges, spraying, fertilizing, landscaping, maintaining or installing sidewalks, repainting curbs and crosswalks, and implementing other base beautification projects). However, if the suggestion increases safety, saves property or material, improves working conditions, or has the potential for improving the use of energy resources that may result in tangible or intangible benefits, then it may be accepted. The suggestion must identify the problem, offer a solution, and indicate the benefits.

- h. Suggests the use of items in the Air Force, Department of Defense, or Federal Stock for their already intended purposes, or recommends the enforcement of an existing law, directive, or procedure unless it would benefit an Air Force contractor. However, if it suggests a change in contractor services or products that would benefit the Air Force or the Federal Government, it is eligible. In this case, the local contracting officer would be the appropriate official to validate any savings.
- i. Proposes improvements to non-governmental activities such as banks and credit unions.
- j. Proposes changes to off-the-job activities in the community, such as charity, fundraisers (such as lotteries), public and private education, scouting, and church and athletic programs.
- k. Offers ideas or designs for posters, slogans, contests, advertising, promotional material, or employee recognition programs.
- l. When it duplicates another suggestion with the same problem and solution that is already in the evaluation chain or has been evaluated, approved, or disapproved for adoption. In this case, the duplicate suggestion is returned. When a suggestion duplicates a problem identified in a previous suggestion, it may be process if the solution is different.
- m. Suggests improvements to non-appropriated funded activities (such as base exchanges, cafeterias, golf courses, clubs, service stations and snack bars) unless the suggested change benefits the fund or improves safety conditions of these activities.
- n. Covers routine operations such as requesting supply items, office equipment, or telephone service; ordering bulletin boards or posting them; or posting items in daily bulletins.
- o. Suggests services and items that benefit employees in a personal way including, but not limited to: vending machines, restroom facilities (improvement, decorations, mirrors), dining facilities, shorter work-hours, gyms, theater or entertainment proposals, unscheduled holidays, parking facilities (including reserve parking), water fountains, picnic areas, nonsmoking areas.
- p. Suggests force structure issues including major system acquisitions.